

New Jersey Department of State
Office of Faith Based Initiatives (OFBI)

**Request for Proposals
(RFP)**

PROJECT ATLAS 2010 - CITY OF PATERSON:

Building the Sustainability of
Faith and Community Based Organizations

Grant No: 90EJ0121

A Compassion Capital Fund Demonstration Program
Funded by the US Administration for Children and Families

Date of Issuance: May 11, 2010
Applications Due: July 1, 2010 by 12p

Background and Purpose

The New Jersey Department of State, Office of Faith Based Initiatives (OFBI), is soliciting applications for Project ATLAS 2010 - City of Paterson, a capacity building program designed to build the sustainability of twenty (20) faith and community based organizations (FBCOs) in the City of Paterson, New Jersey. The purpose of this Compassion Capital Fund (CCF) Demonstration Program, funded by the US Dept. of Health and Human Services, Administration of Children and Families, is to provide Sub-Awards, technical assistance and customized coaching that will strengthen the viability and capacity of participating FBCOs to provide quality social services to the community as specified in this announcement. Sub-Award requests may range from \$5,000 to \$15,000 and matching funds are not required. Actual funding levels will depend on the availability of funds.

Applicant organizations must:

- ◆ Meet all requirements for eligibility
- ◆ Establish an Project ATLAS Leadership Team
- ◆ Assure that Team members attend required technical assistance sessions/conferences;
- ◆ Work with a Coach to develop an individualized organization sustainability assessment;
- ◆ Develop an improvement plan customized to organization's sustainability needs and priorities;
- ◆ Spend Sub-Award resources to achieve targeted sustainability outcomes;
- ◆ Generally dedicate the time and effort needed to work effectively under this initiative; and
- ◆ Assure strict compliance with all State and Federal requirements as specified in this RFP.

Who's Eligible to Apply?

All not-for-profit faith based and community organizations that document a history of providing social services to residents of the City of Paterson, New Jersey are eligible to apply. Applicants are not required to have IRS 501c3 status at the time of application but may pursue such status as part of the sustainability work plan subsequent to the award. Matching funds are not required and the selection process gives no preference to organizations that provide a match. All CCF-funded Project ATLAS activities are available at no cost to interested organizations. Priority will be given to applicant organizations that:

- ◆ Have historically not received funds from the Federal government and whose annual budgets do not exceed \$500,000.
- ◆ Provide services to residents in the following CCF priority areas: low-income individuals seeking to gain greater access to state and federal benefits and tax credits; low-income individuals seeking to secure and retain employment, earn higher wages and obtain better quality jobs; low-income individuals and families in need of financial education, credit counseling and access to individual development accounts and other asset building strategies; the homeless; elders in need; at-risk youth, including Native American youth; and families in transition from welfare to work.

Eligibility Requirements

Eligibility Criteria

- Preference will be given to organizations whose total annual budget does not exceed \$500,000
- Applicants must be a Faith and/or Community-Based Organization serving residents of Paterson, NJ
- Applicants must be in standing with the NJ Dept of Treasury Business Service Center
- Applicant organizations must have been in existence for one (1) year or more
- Applicants must be willing to actively participate in mandatory training and technical assistance sessions
- Applicants must have an active board of directors or advisory board who have met at least once in the past year
- Organizations must include a street address where meetings are held and services provided
- Organizations that partner with an intermediary to deliver training and technical assistance or provide part or all of the cost-share for the project are not eligible for sub awards.
- Provides direct services or is a collaboration of organizations that provide services within one or more of the following areas:
 - Services to low income individuals seeking greater access to State and Federal benefits/tax credits
 - Services to low income individuals seeking to secure and retain employment
 - Services to low income individuals to earn higher wages and obtain better quality jobs
 - Service to low income individuals and/or families in need of financial education, credit counseling and access to individual development accounts and other asset building strategies
 - Service to the homeless, elders in need, at risk youth and families in transition from welfare to work

Technical Assistance Session

The New Jersey Office of Faith Based Initiatives (OFBI) will conduct a **MANDATORY** technical assistance session for potential applicants. Only those organizations with a representative registered and attending the TA session will be eligible to apply for Project ATLAS 2010 - City of Paterson.

Date: June 9, 2010

Time: 9:30 AM to 2:00 PM

Place: Passaic County Community College - Paterson Campus

Paterson Room

1 College Boulevard in Paterson, New Jersey

For Directions go to: <http://www.pccc.cc.nj.us>

◆ Please RSVP no later than Friday, June 4, 2010 by calling Christine Celinski at 609-984-2360

Application Packages

Application packages will be distributed at the technical assistance session or may be obtained by:

- Downloading the RFP from the OFBI website at <http://www.state.nj.us/state/faith/>
- Contacting the Office of Faith Based Initiatives at 609-292-8286

Submission Requirements

Applications must be received no later than 12:00 PM on July 1, 2010 and must include two signed originals plus three copies. Faxed or electronic applications, as well as those received after the deadline, will not be accepted and will be returned without review. Applications may be hand delivered to the NJ OFBI offices prior to the due date. OFBI will not provide notification of applications received by mail. Applicants should therefore obtain a return receipt or other proof of transmittal. If you require a phone number for delivery, please use 609-292-8286.

Send your complete application package to:

ATTN: Project ATLAS 2010 at:
New Jersey Department of State
Office of Faith Based Initiatives
225 West State Street
PO Box 456
Trenton, NJ 08625-0456

Nature of Capacity Building and Sustainability Activities

Capacity building may be defined as “your organization’s ability to identify and prioritize its development goals and achieve specific improvements that help you more effectively fulfill your mission.” Sustainability, which results from ongoing capacity building, is the long term stability and viability of your organization in the community.

Project ATLAS Sub-Awardee organizations will establish “high performing work teams,” referred in this document as Project ATLAS Leadership teams that work with an experienced capacity building coach to improve FBCO sustainability. A high performing work team is a group of individuals who work interdependently to perform effectively and achieve common goals with each member sharing 100% responsibility for success. Project ATLAS will provide ongoing technical assistance and capacity building support to the 20 faith and community based organizations in Paterson receiving sub-awards.

Specific examples of Project ATLAS’ capacity building and sustainability activities, customized to the specific needs of each Sub-Award organization, are:

- ◆ Developing effective boards and board governance processes;
- ◆ Building the skills and stewardship abilities of executive leaders ;
- ◆ Creating and implementing resource development/diversification plans;
- ◆ Developing and implementing long-term strategic plans;
- ◆ Enhancing technological capacity;

- ◆ Building partnerships and collaborations with other community organizations; and
- ◆ Learning how to evaluate, document and improve the outcomes and impact of services.

The proposed sub-award approach will ensure that funds are matched to the developmental needs and funding levels of the organization. A minimum of 50 percent of training and technical assistance to sub-awardees will be in the form of direct and individualized technical assistance to address the identified priority needs of the nonprofit organization (i.e., “one-on-one” assistance to the organizations leadership, key staff, and/or board). The estimated number of hours for customized technical assistance and capacity building will equal or exceed the number of hours of training.

Eligible Budget Expenses

Eligible expenses for Sub-Awards will be aligned with the developmental needs of the organization as guided by the Sustainability Assessment and are limited to the following four categories with examples of project possibilities under each category:

Leadership Development

- Create a volunteer management plan
- Create a volunteer recruitment plan
- Create board policies
- Create executive succession plan
- Engage executive coach
- Implement a volunteer management plan
- Provide management/leadership training to staff
- Provide training/written information for board of directors
- Recruit board members
- Recruit volunteers (non-board)

Organizational Development

- Create a staff performance review process
- Create a strategic plan
- Create financial management procedures/ improve internal controls
- Create job descriptions
- Create marketing materials
- Create/revise organizational identity
- Create/update an annual report
- Implement a new accounting system
- Implement a new budgeting process

- Implement a staff performance review process
- Implement new financial management procedures
- Incorporate as a legally recognized organization
- Install IT infrastructure
- Obtain 501(c) (3) status with the IRS
- Create a revenue development plan
- Identify potential funding sources
- Implement donor tracking software
- Provide revenue development training to staff

Program Development

- Analyze outcome data /evaluate effectiveness of current services
- Collect information related to service recipient outcomes
- Collect information related to service recipient satisfaction
- Create an outcome measurement plan
- Implement systems to keep information related to client needs, referral sources, and services
- Implement systems to keep records on service recipient satisfaction and/or outcomes
- Obtain program related equipment and durable supplies
- Research and develop new programs or services
- Take steps to expand current services to new geographic area
- Take steps to increase the effectiveness of existing services
- Take steps to increase the number of clients served in existing geographic area
- Take steps to increase the number or scope of services
- Take steps to reach an underserved population in existing geographic area

Community Engagement

- Assess effectiveness of existing collaborative efforts
- Conduct assessment of community needs
- Create a map/inventory of community assets
- Create action plan for coordinating/collaborating
- Create or update a brochure
- Create or update a Web site
- Create processes for collaborating with partners
- Develop new strategic partnerships
- Establish partnership agreements
- Make presentations to community groups

Please note: All training, technical assistance and capacity building activities are offered for free. The sub-award application process will be completely open without any recipients being pre-selected or otherwise given a competitive advantage. CCF Sub-Awards may not be used to build organizations' capacity to provide programs or services that include inherently religious activities. If a sub-award or technical assistance recipient provides programs or services that include inherently religious activities then such activities must be separate in time or place from the programs or services that the organization is seeking to improve through CCF. All sub-award activities are governed by all applicable Federal laws and regulations including those in 45 CFR 87.1, which states that direct Federal grants, sub-award funds, or contracts under the Department of Health and Human Services shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization.

Readiness Assessment

The purpose of Project ATLAS 2010 is to build the sustainability of Paterson's faith and community based nonprofit organizations and their capacity to provide quality services in the community. To achieve these goals, Project ATLAS grantee organizations must be ready to actively engage in and benefit from capacity building activities. This Readiness Assessment is an important part of your Project ATLAS proposal. Complete it with the members of your leadership team after reviewing the RFP in its entirety. For each question, circle the number that best describes your present readiness to participate in Project ATLAS 2010. If you need to make any changes to assure that you are ready, briefly describe them in that section.

<i>Is your organization ready, willing and able to:</i>	<i>Not Ready</i>					<i>Ready</i>				
<p>1. Establish a leadership team that will spend approximately 20 hours working with a capacity building coach to receive technical assistance, conduct an organization sustainability assessment, identify your development priorities and create a capacity building work plan and budget?</p> <p>♦ Do you need to make any changes to assure that you are ready? If so, what are they?</p>	1	2	3	4	5					
<p>2. Assure that members of your leadership team attend all required meetings, trainings and conferences?</p> <p>♦ Do you need to make any changes to assure that you are ready? If so, what are they?</p>	1	2	3	4	5					
<p>3. Implement your capacity building work plan to institute the organizational improvements your leadership team has prioritized?</p> <p>♦ Do you need to make any changes to assure that you are ready? If so, what are they?</p>	1	2	3	4	5					

<i>Is your organization ready, willing and able to:</i>	<i>Not Ready</i>					<i>Ready</i>
<p>4. Maintain ongoing communication with your capacity building coach to report on your progress and receive ongoing technical assistance?</p> <p>♦ Do you need to make any changes to assure that you are ready? If so, what are they?</p>	1	2	3	4	5	
<p>5. Learn about and gain greater access to information, resources, community assets and the work of other Paterson faith and community based (FBCO) nonprofit service providers?</p> <p>♦ Do you need to make any changes to assure that you are ready? If so, what are they?</p>	1	2	3	4	5	
<p>6. Develop your knowledge and skill in the effective operation of social service organizations?</p> <p>♦ Do you need to make any changes to assure that you are ready? If so, what are they?</p>	1	2	3	4	5	
<p>7. Expand and diversify your sources of funding and delivery of social services?</p> <p>♦ Do you need to make any changes to assure that you are ready? If so, what are they?</p>	1	2	3	4	5	

<i>Is your organization ready, willing and able to:</i>	<i>Not Ready</i>	<i>Ready</i>			
<p>8. Build collaborations and partnerships and greater interconnectedness with other Paterson FBCOs to contribute to the community's capacity to better serve those in need?</p> <p>♦ Do you need to make any changes to assure that you are ready? If so, what are they?</p>	1	2	3	4	5
<p>9. Assure adequate access to a computer(s) and high speed internet connection and contribute to/make use of an electronically based asset map of services available to Paterson residents?</p> <p>♦ Do you need to make any changes to assure that you are ready? If so, what are they?</p>	1	2	3	4	5
<p>10. Maintain accurate records and submit all required fiscal and programmatic reports/evaluation feedback in a timely manner?</p> <p>♦ Do you need to make any changes to assure that you are ready? If so, what are they?</p>	1	2	3	4	5

<i>Is your organization ready, willing and able to:</i>	<i>Not Ready</i>					<i>Ready</i>
<p>11. Apply what you have learned by continuing to develop the capacity and sustainability of your organization after Project ATLAS is over?</p> <p>♦ Do you need to make any changes to assure that you are ready? If so, what are they?</p>	1	2	3	4	5	

Application Requirements and Rating Criteria

In addition to meeting all of the eligibility criteria applications must:

- ◆ Include all required sections and supporting documentation:
- ◆ Follow the exact format presented in the outline below including section numbers and subtitles;
- ◆ Number all pages and include the name of the applicant organization; and
- ◆ Present the project narrative (Sections III - VI.) double-spaced in 12 point font with one inch margins.

Project ATLAS 2010 - City of Paterson Sub-Award applications will be rated by a panel of independent, objective reviewers, for both quality and completeness. The objective reviewers will assign a point value indicating *the extent to which the applicant has*:

- ◆ demonstrated a thorough understanding of Project ATLAS 2010
- ◆ responded to all of the requirements detailed in the description/criteria.
- ◆ presented a complete and consistent response

The determination of high or low scores will be based on the reviewer's assessment of the extent to which the applicant has met the specific requirements of each section (as detailed in the table below). To ensure that reviewers have consistent, transparent, and permissible criteria for selecting applicants, all applications will be rated according to the criteria and point structure presented in the table immediately following with a maximum possible score of 109, including bonus points. A minimum score of 70 is required.

Bonus Points

- 3 points if the applicant can indicate that it has no prior history of receiving federal funding
- 3 points if the applicant's annual budget is less than \$500,000
- 3 points if the applicant currently implements programs one or more of the identified social service priority areas

Application Requirements and Rating Criteria			
Section	Limits	Description/Criteria	Maximum Rating
I. Cover Letter	1 Page	<ul style="list-style-type: none">• A letter from your organization's leadership transmitting your application 1 pt• The letter must clearly explain your understanding of the project 1 pt	5 Points

Application Requirements and Rating Criteria			
Section	Limits	Description/Criteria	Maximum Rating
		<ul style="list-style-type: none"> The letter must clearly indicate the readiness to participate and commitment to strengthening your organization's sustainability and capacity to provide quality community services 3 pts 	
II. Table of Contents	1 Page	<p>List all sections of your application using the <u>exact numbers and subheadings</u> in this table indicating the page on which each section begins.</p> <ul style="list-style-type: none"> Section I. Cover Letter 1 pt Section II Table of Contents 1 pt. Section III Readiness Assessment 1pt. Section IV History & Experience 1pt. Section V State of Need 1 pt. Section VI Capacity Building Goals & Eval. 1 pt. Section VII Staffing Plan 1 pt. Section VIII Budget and Budget Narrative 1 pt. Section IX Appendices 1 pt. Section X Bonus Points 1 pt. 	10 pts
III. Readiness Assessment See pp. <u>22</u>	____ Pages	Convene your Project ATLAS leadership team and work together to assess your FBCO's readiness to participate by answering all of the questions listed in the readiness assessment found on page 8 of this RFP. Present your team's answers after a thorough discussion of each question.	N/A
IV. History & Experience	1 Page	<ul style="list-style-type: none"> Describe your organizations mission, history and experience providing social services to Paterson residents. 2 pts Indicate the number of years, numbers of people served and type of services provided. 5 pts Provide the complete address of your organization's main facilities add any additional outposts or offices you have in the City of Paterson. 2 pts 	10 Points
V. Statement of Need	1 Page	<ul style="list-style-type: none"> After reviewing the results of the readiness assessment developed by your team <ul style="list-style-type: none"> briefly summarize your organization's need to strengthen long-term sustainability and build capacity to serve the community 10 pts Include any information you have about the community's unmet demand for your services (i.e. waiting lists, requests for collaboration, need to diversify resources, etc.) 10 pts 	20 Points
VI. Capacity Building Goals & Evaluation	1 Page	<ul style="list-style-type: none"> Present a preliminary list of capacity building goals that may be included in your sustainability work plan. 5 pts Identify your priorities for capacity building and 	20 Points

Application Requirements and Rating Criteria			
Section	Limits	Description/Criteria	Maximum Rating
		why are they important. 5 pts <ul style="list-style-type: none"> Indicate the specific impact(s) your organization will have on the community after participating in Project ATLAS 2010. 5 pts Indicate how you will measure whether and to what extent your goals have been achieved. 5 pts 	
VII. Staffing Plan	1 Page	<ul style="list-style-type: none"> List the members of your proposed Project ATLAS 2010 Leadership Team including their name, official title and/ relationship to your organization. 5 pts Briefly summarize each Team Members' number of years and nature of experience and the assets they bring to your Team. 5 pts Attach a resume for each Team member detailing their experience and qualifications. 5 pts 	15 Points
VIII. Budget & Budget Narrative	Form plus 1 page	<ul style="list-style-type: none"> Complete the attached budget form 5 pts Provide a brief budget narrative describing your use for funds from each budget category 5 pts 	10 Points
IX. Appendices	N/A	Include all required appendices specified and numbered as detailed on page 14 <ul style="list-style-type: none"> Resumes of Project ATLAS team members included in your staffing plan 1 pt. Attachment B - Budget forms (attached) 1 pt. Attachment C - Program Specification(s) (attached) 1 pt. Copy Certificate of Incorporation, if applicable 1 pt. Copy of IRS 501(c)(3) status determination letter, if applicable Completed Agency Data Form 1 pt. Most recent IRS Form 990 (if applicable) W-9 Questionnaire (attached) 1 pt. Board Resolution (attached) 1 pt. Listing of all contracts and grants to be awarded to the agency by any Federal, State, local government or private agency during the contract term, including awarding agency name, amount, period of performance, and purpose of the contract/grant must be indicated. 1 pt. Copy of Most Current Certificate of Standing 2 pt The Certificate of Standing may be ordered on line for a fee. Go to www.nj.gov/njbgs and select "I Want To" click on "Obtain Standing Certificate" <ul style="list-style-type: none"> Scroll down to "Service Options" click "Online" Click "Order Certificate" 	10 points
X. Bonus Points		Has the applicant indicated that it has no prior history of receiving federal funding?	3 Points

Application Requirements and Rating Criteria			
Section	Limits	Description/Criteria	Maximum Rating
		Has the applicant indicated that its annual budget is less than \$500,000?	3 Points
		Has the applicant indicated that it currently implements programs one or more of the identified social service priority areas?	3 Points
Total			109 Possible Points

Required Appendices

1. Resumes of Project ATLAS team members included in your staffing plan
2. Attachment B - Budget forms (attached)
3. Attachment C - Program Specification(s) (attached)
4. Copy Certificate of Incorporation, if applicable
5. Copy of IRS 501(c)(3) status determination letter, if applicable
6. Completed Agency Data Form
7. Most recent IRS Form 990 (if applicable)
8. W-9 Questionnaire (attached)
9. Board Resolution (attached)
10. Listing of all contracts and grants to be awarded to the agency by any Federal, State, local government or private agency during the contract term, including awarding agency name, amount, period of performance, and purpose of the contract/grant must be indicated.
11. Copy of Most Current Certificate of Standing

The Certificate of Standing may be ordered on line for a fee.

 - Go to www.nj.gov/njbgs
 - Go to "I Want To" click on "Obtain Standing Certificate"
 - Scroll down to "Service Options" click "Online"
 - Click "Order Certificate"

Restrictions and Limitations

- ◆ Nondiscrimination by Religious Organizations and Entities
Applicants agree that if provided funds from the New Jersey Department of State Office of Faith-based Initiatives, they will not discriminate against any employee or applicant for services or participation in the proposed program on the basis of religion, race, gender and/or

- physical disabilities.
 - ◆ Recognition of Cultural Sensitivity
Applicants must assure that all programs are linguistically appropriate and culturally relevant to groups within the community. Appropriate accommodations for services will be developed and maintained for those individuals who are deprived of reasonable access to those services due to language barriers or ethnic and cultural differences. All programs and services *must* be reflective of the demographic needs of the community, while providing all people the opportunity to experience any and all available services irrespective of their ethnic or cultural heritage.
 - ◆ Reporting Requirements
All funding recipients are required to submit programmatic and fiscal reports at midterm and at the conclusion of the grant. Schedules of due dates for reporting periods and program terms will be provided upon notification of preliminary approval of award. Funding recipients must adhere to a schedule determined by the New Jersey Department of State Office of Faith Based Initiatives
 - ◆ Training
All funding recipients are required to attend technical assistance and training sessions scheduled throughout the fiscal year as coordinated by the New Jersey Department of State Office of Faith-based Initiatives and or its training intermediary
- ◆ Applications that fail to meet these requirements detailed in this RFP will not be reviewed and will be returned to the applicant. All applicants will be notified by letter regarding the outcome of their award.
 - ◆ Sub-Award funds may only be used to further the capacity building and sustainability of the recipients' social service efforts. Paying for organized fundraising or solicitation, construction and purchase of real property, medical/health-related activities or items, direct provision of services or augmenting/supplanting direct service delivery funds with Federal funds is unallowable.
 - ◆ OFBI as an intermediary will not provide recipients of a CCF sub-award a second sub-award for the duration of the grant; however, such organizations may participate, at no cost, in the training and technical assistance provided by the intermediary.
 - ◆ Funds may not be used to build an organization's capacity to provide programs or services that include inherently religious activities. If a recipient provides programs or services that include inherently religious activities, such activities must be separate in time or location from the programs or services that the organization is seeking to improve through this Sub-Award.
 - ◆ Sub-Awardees activities are governed by all applicable Federal laws and regulations and will be provided directly to individual nonprofit faith-based and community organizations to develop the sustainability of that organization. Collaborations are not eligible to apply and grant funds may not be re-awarded to other organizations.
 - ◆ Funds will not be used to support inherently religious activities such as religious instruction, worship, or proselytizing not may funds may not be used to build the capacity to provide programs or services that include inherently religious activities, The New Jersey Department of State reserves the right to reject any and all proposals when circumstances indicate that it is in its best

interest to do so including, but not limited to, loss of funding for the contract, insufficient infrastructure, the applicant's failure to provide adequate services, indication of misrepresentation of information and/or non-compliance with any existing State or Federal laws and regulations, contracts or procedures. Sub-Awards applications document the applicant's readiness to participate in capacity building constituting a preliminary assessment of an organization's capacity building and sustainability needs, scope of coaching services and budget. At the discretion of OFBI, capacity building/sustainability goals and budgets may be amended after the coach has worked with the Leadership Team to complete a comprehensive assessment and develop a realistically achievable work plan.

Selection and Notification of Award

- ◆ All applications are screened for eligibility and conformity with the specifications in this RFP. Applications that fail to meet these requirements will not be reviewed and will be returned to the applicant.
- ◆ Applicants are not pre-selected. All applications are rated by a panel of independent, objective reviewers according to the precise selection criteria specified in this RFP. All applicants will be notified by letter in as to the outcome of the request.
- ◆ The independent committee reviewing and scoring applications will not include individuals employed by the organization, affiliated with the organization, organization's board members, contractors, training providers, providers of cost share or in-kind support, or any organization/individuals affiliated in any way with the organization.

Post Award Requirements

Sub-Award recipient organizations must assure that its Leadership Team is available and committed to work with a Capacity Building Coach to comply with the following post-award requirements:

- ◆ A signed certification by an authorized official of the recipient FBCO stating that they will comply with all conditions of the sub-award (see Attachment C-OFBI standard certification forms)
- ◆ OFBI will require sub-awardees to work with a technical assistance coach to submit detail work plans, interim progress report (verbal report by coach) and written final report
- ◆ OFBI will monitor grantee compliance with sub-award requirements, in the event of non-compliance and request appropriate documentation. Should the sub-awardee fail to comply with these requests, sanctions may implemented up to and including the repayment of Federal funds, if necessary.
- ◆ A certification of all conditions of the sub-award will be signed by the recipient and the intermediary (OFBI) including a description of how the award will be monitored with both written and verbal reporting. The certification will also include a policy for enforcing violations of the conditions for award. Please see page 16 and 20 for standard OFBI Reporting Requirements.

- ◆ Work with an assigned coach to assess the respective FBCO's Sustainability
- ◆ Prioritize Capacity Building Needs
- ◆ Develop a Sub-Award Work Plan and Budget that Meets the Specific Sustainability Needs Identified
- ◆ Implement and Monitor the Sustainability Work Plan
- ◆ Promptly Respond to Requests for Communication and Information
- ◆ Participate in all Required Events, Activities and Evaluations
- ◆ Comply with all OFBI Contracting, Fiscal Monitoring and Other Reporting Requirements

FY'10 Budget Form

Lead Organization Name:

Budget Category	Requested Amount	Total
Salaries & wages <u>(complete personnel detail form, only capacity building portion of salaries allowable)</u>		
Fringe <u>(complete personnel detail form)</u>		
Professional services (contracted services, non-staff) <u>Complete consultant form.</u>		
Travel (include an itemized sheet)		
Capacity Building Equipment purchase		
Supplies		
Other (include an itemized sheet)		
Total		

We certify that the foregoing budgetary information is true and correct, and that all expenditures are to be incurred solely for the purpose of the above grant

Grantee (authorized signature)_____
Title_____
Date_____
*Chief financial officer*_____
*Title*_____
Date

FY' 10 Consultant/Contract Form

Lead Organization Name:

Name of Consultant or Firm	Federal ID or Social Security Number	Description of Service(s) to be Provided	Requested Budget Amount

Total	
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FY' 10 Personnel Detail Form

Lead Organization Name:

Staff Name	Position/Title	Amount Funded By This Grant

Total	
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Fringe Cost

Category	Percent of Salary Expense	Grant Amount
Social Security		
Unemployment		
Workers Comp.		
Disability		
Medical		
Other (itemize on separate cover)		

Total		
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**Department of State Office of Faith-based Initiative
Attachment C**

**STATE OF NEW JERSEY
DEPARTMENT OF STATE
OFFICE of FAITH-BASED INITIATIVES
Attachment -C**

PROGRAM INFORMATION AND SPECIFICATIONS

LEAD ORGANIZATION NAME:

PROJECT TITLE:

OFBI REQUESTED AMOUNT:

A. PROJECT SUMMARY:

B. PROJECT GOALS & OBJECTIVES:

C. PROJECT OUTCOME OBJECTIVES:

D. TARGET POPULATION AND PROJECTED NUMBER OF CLIENTS TO BE SERVED:

E. PROJECT TIMETABLE & DAYS and HOURS OF OPERATION

New Jersey Department of State Office of Faith-based Initiatives Agency Data Form

Name of Applicant (Lead Organization)					
1. Street Address	City	County	Legislative District	State	Zip
2. Mailing Address	City	County	State	Zip	
3. Name and Title of Fiscal Contact		Telephone No.	Fax No.	Email	
Street Address	City	County	State	Zip	
4. Name of Executive Director		Phone No.	Fax No.	Email	
5. Name of Program Contact		Phone No.	Fax No.	Email	
6. Name of Board President		Phone No.	Fax No.	Email	
Employer ID No. EIN (9 digits)	7. NJ Charity Registration No.		8. NJ 10 digit filing #		
9. Data Universal Numbering System (DUNS) Number					
10. Date of Fiscal Year End					
11. Type of Agency (check one) <input type="checkbox"/> Faith-based Non-profit <input type="checkbox"/> Community-Based Organization <input type="checkbox"/> Other specify)					
12. Type of Request <input type="checkbox"/> New <input type="checkbox"/> Renewal of Grant No.: _____ <input type="checkbox"/> Modification to Grant No.: _____					
Cost of Project					
13. Funds Requested from State					
14. Certification - The applicant certifies that to the best of his/her knowledge and belief all data supplied in this application and attachments are true and correct, the document has been duly authorized by the governing body of the applicant and further understands and agrees that any grant received as a result of this application shall be subject to the grant conditions, and other policies, regulations, and rules issued by the New Jersey Department of State which include provisions described in application instructions.					
Name and Title of Applicant (Print)		Signature of Applicant		Date of Application	

**BOARD RESOLUTION
FY 2010**

Whereas, the _____ (formal name of organization)
Has agreed to receive a grant from the New Jersey Department of State for approximately \$ _____
(dollar amount requested) to carry out a project to enhance its internal capacity by participating in
Project ATLAS a CCF Demonstration program funded by the US Dept of Health and Human Services
Administration for Children and Family Services.

Be it further Resolved, that the _____ (formal name of organization) If approved funding will agree
to actively participate in MANDATORY capacity building and training sessions as identified by the Office
of Faith-based Initiatives Project ATLAS

Be it further Resolved, that the _____ (formal name of organization) If approved funding will agree
to meet with the ProBono Partnership to assess the organization's legality (review all paperwork to
assure that the organization is in compliance with federal and state non-profit regulations).

Be it further Resolved, that the _____ (formal name of organization) If approved funding will agree
to abide by the allowable use of sub awards as indicated on section "A" Allowable Use of Sub Award

_____ (formal name of the organization)
does hereby authorize the application for such a grant; and upon receipt of the grant agreement from
the New Jersey Department of State, does further authorize the execution of the grant agreement; and
also, upon receipt of the fully executed agreement from the Department, does further authorize the
expenditure of funds pursuant to the terms of said agreement between _____ (formal name of
organization) and the New Jersey Department of State.

Be it further RESOLVED, that the persons whose names, titles, and signatures appear below are
authorized to sign the application, and that they or their successors in said titles are authorized to sign
the agreement and any other documents necessary in connection therewith:

(Authorized Signature)

(Authorized Signature)

(type or print name)

(type or print name)

Title

Title

CERTIFICATION:I, _____
Position- ie: Board Secretary) of _____
Directors/Governing Body held on _____
adopted.

(name of Board Secretary), the _____ (Title of the
(formal name of organization)
hereby certify that at a meeting of the Board of
(meeting date) the above **RESOLUTION** was duly

**AFFIX GOV'T
CORPORATE OR
NOTARY SEAL**

(Signature of Board Secretary of the Board of Directors)

Notary Signature